



Republic of the Philippines
PHILIPPINE SCIENCE HIGH SCHOOL MAIN CAMPUS
Office of the Campus Director
Agham Road, Diliman
1104 Quezon City



January 24, 2020

FOR: **PSHS-MC NON-TEACHING PERSONNEL**
FROM: **LAWRENCE V. MADRIAGA, Ph. D.**
Campus Director
RE: **REVISED GUIDELINES ON FLEXIBLE WORKING HOURS SCHEDULE OF
NON-TEACHING PERSONNEL IN PSHS-MC**

Pursuant to the CSC M.C. no. 25 series of 2019 "Revised Guidelines on Flexible Working Hours in the Government" and CSC Resolution no. 1901335 promulgated on November 4, 2019 to ease traffic congestion in highly urbanized cities, below are the following guidelines which will be adapted for the Flexible Working Hours of Non -Teaching Personnel:

1. Core working hours will remain to be observed from 8:00 am to 5:00 pm. There should no closed offices within the core hours. Unit Head shall ensure that offices are still able to attend to clients/customers within the core hours and that all are attended to promptly.
2. All non-teaching staff (with exemption of Residence Hall personnel) is required to render at least 8 hours a day exclusive of lunch or a total of 40 hours of works per week and must be present during core hours on regular days.
3. The sliding flexible hours of the FAD personnel shall not start earlier than 7:00 am nor end later than 7:00 pm.
4. SSD personnel (with exemption of Residence Hall personnel), due to their nature of services and work responsibilities can also enjoy a sliding flexible time which shall not start earlier than 7:00 am nor end later than 7:00 pm but still with a limit of ten (10) times in a month. Official time will be subject to the discretion of the Unit Head concerned and the SSD Chief.
5. Science Research Analysts and other staff under CID, whose main clientele are students, may enjoy flexible time arrangement of at least 30 minutes from their official time, subject to the discretion of the Unit Head concerned and the CID Chief.
6. Staggered lunch break period should be followed by office covered by NO NOON BREAK POLICY.
7. Drivers and Job Order workers are not covered by flexible working hours.
8. Hours rendered in excess of the required 8 hours a day shall be considered overtime service provided such overtime service is authorized by the proper authority. For compensatory Overtime Credits, an employee may accrue not more than 40 hours a month. In no stance, however, shall the unexpended balance exceed below 120 hours a year.
9. All CSC provisions regarding habitual tardiness et. al in relation to attendance shall apply.
10. Revised flexible hours guidelines will be effective on January 28, 2020.